



# South Tyneside Council

## REGENERATION AND ENVIRONMENT

### JOB DESCRIPTION

**POST TITLE:** Permit Delivery Officer

**GRADE:** Band 5 - 6 (Career Grade)

**RESPONSIBLE TO:** Highways Construction Manager

#### Overall Objectives of the Post:

To cover a selection of duties for the Construction Team involving the implementation of the Permit Scheme.

#### Key Tasks of the Post:

**1. You will maintain a high quality service in a designated area. You will undertake a range of duties from the tasks below. You will:**

- Assist the Construction Team in undertaking co-ordination of major works and permit applications.
- Assist in the management of all permitting requirements through all stages of the process on behalf of the Construction Team and for other areas of the Highways, Regeneration and Transport Team, as required.
- Oversee and deal with conflicts and find solutions.
- Make traffic signal applications as required.
- Collect and maintain records, manage data and performance information, accurate data entry into the back office IT systems.
- Compile and provide reports for the Construction Team, as required.
- Attend site meetings, if required.
- Co-ordinate with internal and external stakeholders, as required.
- Assist the Construction Manager in the efficient application/operation of all software applications.
- Assist in the preparation of estimates and costing records, as required.

**2. You will be responsible for contributing to a great team. You will:**

- Work with and support team members so that a high quality service is achieved consistently.
- Undertake all training courses required in order to fulfil all aspects of the role.
- Work outside normal working hours as required.

**3. *You will be responsible for making a corporate contribution. You will:***

- Assist in ensuring that all policies, practices, legislation and codes of practice are adhered to.
- Ensure that information is properly communicated.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: JM/KDS/CL

Date: 12.12.19